

BUFFALO URBAN RENEWAL AGENCY

JOB DESCRIPTION

JOB TITLE:	NEIGHBORHOOD STABILIZATION COORDINATOR
POSITIONS:	One
DURATION:	18 months
GRADE:	Contract position, EXEMPT
WORK HOURS:	8:30 AM to 4:30 PM
LOCATION:	Community Planning, 920 City Hall

GENERAL STATEMENT OF DUTIES

This is an 18-month, full-time contract position, funded through the Local Initiatives Support Corporation Zombie and Vacant Property Remediation/Prevention Initiative.

The position will be under the general supervision of BURA's Director of Planning. The Coordinator will actively enter the field to assess vacant and abandoned buildings within the city, and organize this information into a vacant building registry. The Coordinator will develop new systems and processes to make the city's approach to vacant building management more effective and efficient. The Coordinator will also work closely with stakeholders inside and outside of city government, and exercise a great deal of independent judgment. Supervision of others is not a responsibility of this position.

TYPICAL WORK ACTIVITIES

1. Evaluate, record, and monitor vacant or abandoned buildings within the City of Buffalo.
2. Research ownership information.
3. Evaluate and improve upon the city's approach to managing and addressing vacant and abandoned buildings.
4. Work closely with Permits and Inspection Services, Citizen Services, Fire, Police, Law, Housing Court and other city departments as needed.
5. Develop a catalogue of city departments and staff who are involved with vacant and abandoned buildings, and an outline of their responsibilities.
6. Facilitate an ad hoc task force composed of various city representatives to develop a comprehensive, city-wide approach to vacant buildings.

7. Provide building owners with information on resources available to address abandoned properties.
8. Attend community meetings to discuss vacant and abandoned buildings and the needs of city neighborhoods.

MINIMUM QUALIFICATIONS

1. Master's Degree in city planning, geography, environmental planning, urban management, or law from an accredited college or university; plus one year of relevant experience.
2. Bachelor's Degree in city planning, geography, environmental planning, urban management, or law from an accredited college or university; plus three years of relevant experience.

WORKING CONDITIONS AND PHYSICAL EFFORT

1. Much of the work will take place in the field, where exterior surveys of vacant and abandoned properties will occur. Access to the interiors of buildings is not required.
2. The balance of work will be performed in a typical office work environment.
3. Physical effort consists of navigating city neighborhoods where vacant and abandoned properties are located.
4. Some evening and/or weekend work will be required, with flex time available to maintain a 40-hour work week.

RESIDENCY REQUIREMENT

As a condition of employment, the Coordinator must establish and maintain residency within the City of Buffalo within six months of the start date of employment.

All Resumes should be submitted by close of business 4:30 pm, on Thursday, May 17th, 2018

Interested applicants should forward a cover letter and resume to:

**Brenda Durfee, Special Projects Manager
Buffalo Urban Renewal Agency
65 Niagara Square, 920 City Hall
Buffalo, New York 14202**

Or Via Email:

badurfee@city-buffalo.com

Revised: April 24, 2018